

O/o the Mission Director,  
Mission for Elimination of Poverty in Municipal Areas,  
Andhra Pradesh, Guntur.

**CIRCULAR**

**Cir.Roc. No: 492/14/E1,**

**Dated: 12-01-2017**

**Sub:** - APMEPMA – Field Visit of Functionaries - Checklist of Activities -  
Regarding.




The Mission Director observed that the progress of activities and updation of data in NULM site is very poor. In order to achieve targets in time and streamline the activities, for each district one state level functionary is kept as in-charge person. All the in-charge functionaries are hereby instructed to visit their respective districts two days every month and report compliance to MD every day over phone.

It is further instructed that all concerned functionaries should visit districts allotted to them on 17<sup>th</sup> and 18<sup>th</sup> January 2017 and follow the agenda as follows:

- Day 1- District in-charge should have a review meeting along with Project Director with all district functionaries ie. DMCs and ADMCs on targets and achievements on each and every activity.
- Day 2- District in-charge should have a review meeting with ULB functionaries ie. TMCs/ TPrOs, COs and RPs.

All the SMMs / SMCs / DMCs / in-charges of Districts should visit the districts already allotted to them and review about online updation of data and achievements of targets critically / analytically under all components of NULM and other components and that they are made personally responsible for achievement of the targets before end of financial year.

The check list for each activity is enclosed for ready reference.

  
for MISSION DIRECTOR

To,  
All the Project Directors of MEPMA in the State.  
All the SMMs/SMCs/ DMCs

## IB Check list

S. No	Activity	Target	Achievement	Online updation		Remarks
				MEPMA	NULM	
1	Formation of CBOs					
a	SHGs (Women, PWD, Rag pickers)					
b	SLFs					
c	TLFs					
2	Revolving Fund (RF) to SHGs					
3	RO to TLFs (Resource Organization)					
4	SLF Registration					
5	Identification of CRPs					
6	No. of SLF RP attended meetings					
7	Revolving Fund (RF) to SLFs					
8	TLF Meetings					
9	Trainings					
a	SLF RP Trainings					
b	SHG Trainings					
c	SLF EC OB Trainings					
d	TLF EC OB Trainings					
10	Legal Compliances					
a	No. of SHG					
b	No. of SLF					
c	No. of TLF					
d	No. of GB Meetings completed					
e	DCO Returns					
11	Digital Literacy					
12	Physical Literacy					
13	IIT Foundation					

## **Bank Linkage**

### **I. Bank Linkage:**

1. CO wise targets and achievements
2. CCL Renewals manually updation
3. NPAs status – Plan to reduce
4. CBRM committees – whether working
5. Please check the Data sharing banks are shared by the bank
  - a. If not shared
    - i. please check the 4.6 report loan account search option in PRP login.
    - ii. Please check the mis match loan mapping link under registration menu.
    - iii. If loan is already mapped please use renewal option.
6. All Non data sharing bank loans should be entered in online
7. Non data sharing bank repayments should be entered in online
8. **Capital infusion:**
  - a. If capital infusion not received please check online i) SHG is in online, ii) SHG formation date, iii) Aadhar seeding and iv) SHG status i.e., defunct, duplicate and inactive in reports 4.1 and 4.5.
  - b. If all are correct tell to SHGs will be release for all pending SHGs, who has pending at our end by the end of January, 2017.

### **II. Self Employment Programme (SEP):**

1. Online updation of Targets & Achievements in NULM site

### **III. SthreeNidhi:**

1. Share capital contribution of minimum of Rs. 1,00,000/- per TLF
2. Pending list of SLFs ready for SthreeNidhi loans
3. Recovery status

## EST&P

1. Co wise allotted targets:
2. No. of candidates mobilized:
3. No. of candidates entered online:
4. No. of training centers visited:

## Social Security

- 1.Chandranna Bima Claims
2. Non- Negotiable s
3. Same day registration

### Health & Nutrition:

- ) MAS members Purification
- ) MAS Bookkeeping and Auditing Status
- ) MAS UCs
- ) CRPs list for MAS Bookkeeping
- ) MAS bookkeeping & Strengthening Trainings
- ) Health Camps
- ) Nutri-shops
- ) Millet Malt / Ragi malt shops
- ) Community Doctors / Bed Side Assistants
- ) Terrace Gardens & Kitchen Garden
- ) MEPMA Mega Food Festivals
- ) Model MAS identification & activities

### SUSV:

- ) Identification of Street Vendors
- ) Issue the Identification Card & Licenses
- ) Formation of the CIGs
- ) Covered in Chandranna Bheema
- ) Establish the Vending Plans, markets & Zones
- ) Provide Loans
- ) Infra-structure development (Bath Rooms, Drinking Water etc...)

### SUH:

- ) Status of the Shelters for Urban Homeless
  - o Started
  - o Under construction
  - o Proposal

- J Amount Sanction to NGOs
- J Shelters Maintenance
- J Awareness
- J Counseling
- J Convergence between Police Stations and GOVT Hospitals
- J Maintaining the Data Base